



PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

Menasha Parks & Recreation Department
140 Main Street
Menasha, WI 54952-3190

Questions? Call: 967-3640

8:00 AM - 4:00 PM Monday - Friday

Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: Jazz Corner Society

Date of Event: 9/4/10 - 9/5/10

Event Coordinator: Jessica Boor

Daytime Telephone: 920-209-5703

Address: 3415 Commerce Court Appleton, WI 54911

Home Telephone: 920-209-5703

Time of Event: From 11am to dusk

Group Size: 3,000-4,000 Fees: (see attached page)

Does your group qualify for resident rates? No X Yes (City of Menasha, Neenah, Appleton & Town of Menasha residents only)

Do you plan to consume beer or wine? No X Yes (Fill out permit, page 2 - see #5, page 3)

Do you plan to sell beer or wine? No X Yes (You will need more than a Beer Permit, see #6, page 3)

Do you plan to sell food to the public? No X Yes (You will need a Temporary Food Permit, see #13, page 3)

Certificate of Insurance needed? No X Yes (For tournaments, public events, rides, etc. - see #4, page 3)

Are you planning "kiddie" rides or other amusements? X No Yes (Carnival Permit required, contact City Clerk)

Do you plan to have an amplified sound system? No X Yes (See #12, page 3) Describe: stage w/sound reinforcement

Do you plan to set up tent(s) for the event? No X Yes (See #9, page 3)

Parks & Recreation Board approval needed? No X Yes (When selling beer and multi-day events, contact Director)

Building Keys Needed? No X Yes (Usually for kitchen use - see #10, page 3)

Facility

(circle all that apply)

Jefferson

Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool
Picnic Area # 5 Diamond(s) _____

Smith

Pavilion Kitchen Wedding/Garden (80 benches available)
Diamond/Field _____

Memorial Building

(pre-wedding ceremony only)

Start Time: _____

End Time: _____

Hart

Shelter Diamond/Field _____

Clovis

Shelter Diamond/Field _____

Barker Farm

Shelter Diamond/Field _____

Koslo

Shelter Diamond/Field _____

Pleasants

Diamond/Field _____

Shepard

Diamond/Field _____

Curtis Reed Square

Office Notes: 10 Tables, 2 bleachers, 16 Trash cans, 16 benches

2 dumpsters (1 garbage, 1 recycling) to recycling only barrels

Friday 6am - 11pm

Saturday 6am - 11pm

Sunday 6am - 11pm

Please place dumpsters by end of the day

Thursday 9/2/10

PD Copy

Continued →

OFFICE USE ONLY

Facility Fee: \$ _____

User Fee: \$ _____

Area Fee: \$ _____

Beer Permit: \$ _____

Total: \$ _____

Receipt # _____

Permit # 1980

HOLD HARMLESS AGREEMENT

I, Jessica Boor (person in charge), agree and bind Jazz Corner Society (group name) to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: Jessica Boor

Date: 1/23/10

BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) Boor Jessica L DOB: 6/3/73

Address: 1630 E Longview Dr Apt #7 Appleton, WI 54911 M.I. (920) 209-5703

Area that beer and/or wine can be consumed: Picnic area #5E

Signature: Jessica Boor

Permittee has read list of City ordinances pertaining to alcohol ☒ Yes Dept. Initials _____

2010 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

Pavilion/Shelter Fees	Resident	Non-Resident
Jefferson Park		
Large Pavilion	\$ 55.00	\$ 85.00
Kitchen*	30.00	50.00
West Shelter	35.00	55.00
East Shelter*	20.00	40.00
Launch Shelter	15.00	32.00
Picnic Area #3 & #5 with electric	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	115.00	115.00
Smith Park		
Pavilion	50.00	75.00
Kitchen*	30.00	50.00
Wedding Set-Up**	200.00	250.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
Hart Park Shelter*	25.00	45.00
Clovis Grove Shelter	20.00	40.00
Koslo Park Shelter (no electric)	20.00	40.00
Barker Farm Park Shelter	25.00	45.00
Curtis Reed Square	20.00	40.00
Beer Permit (Jefferson and Koslo only)	5.00	5.00
Tent Permit (when Diggers Hotline is called)	10.00	12.00
Amplifier w/microphone (per event/season)	20.00	20.00
(Jefferson East/West Diamonds only)		
Jefferson Volleyball Courts N & S	5.00	5.00
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds	Without Lights 12.00/hour	12.00/hour
	With Lights 20.00/hour	20.00/hour
Softball Diamonds	Without Lights 8.00/hour	8.00/hour
	With Lights 15.00/hour	15.00/hour
Building/Shelter Key Deposit	20.00	20.00

2010 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

Persons in Attendance	Resident	Non-Resident
1 - 20	\$ 5.00	\$ 11.00
21 - 75	24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

* Indicates need for key

** Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-3642).

\$535.00



Special Events Planning Worksheet

Information Request	Event Coordinator Response	Police Dept Notes/Stipulations
Event Name	Fox Jazz Fest	
Date(s) of event	9/4/10 - 9/5/10	
Time of Event including set-up and takedown	9/3/10 9/4/10 9/5/10 9am-9pm	
Actual start of event	9/4/10 12 noon	
Contact Person/People	Jessica Boor	
Cellular phone if available for contact	(920)209-5703	
Is event open to the public?	Yes	
Total # of anticipated attendance	2000 - 4000	
Number of Security personnel or chaperones provided	We will work with menasha Aux Police to determine	
What does your event offer?	Food, Free music, beer, wine, art	
Where will event be Park/location in park	Jefferson Park	
Will alcohol be served/sold?	Yes	
If alcohol is present, Will you be using fencing or wristbands to control for underage drinking?	wrist bands, card each person	
Will there be amplified music at event/by who?	Yes - Gary Bomber	
Additional notes/details		

For Menasha Police Department Use Only		
Date received _____	by Lt _____	action _____
Notes _____		

Rev09-15-05		